Pre-Application No.: -PA- Submittal Date:	
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Historic Property

(Request for a Certificate of No Effect)

Development Application and Checklist

Offici	al Use:				
City Staff Contact: Em					
Phone	e:				
Project Name:					
Prope	erty's Address:		A.P.N.:		
Property's Zoning District Designation:					
Appli	cation Request:				
Owner:			Applicant:		
Company:			Company:		
Address:			Address:		
Phone: Fax:		Phone: Fax:			
E-mai	l:	E-m	ail:		
Submittal Requirements: Please submit materials requested below. All plans must be folded.					
×	Completed Application (this form) – No Fee		Landscape Plan (copy(ies)) – indicate location of		
	Affidavit of Authority to Act for Property Owner, letter of		existing and new plants, location and dimension of paving, a plant palette with names, symbols, sizes, spacing &		
	authorization, or signature below		quantities, and open space/landscaping calculations.		
	Request for Site Visits and/or Inspections form		Window Details (copy(ies))		
	Context Aerial – with site highlighted		Airport Vicinity Development Checklist		
	Narrative – describing nature of request		Historic Preservation Exterior Rehabilitation Guidelines		
	Homeowners' or Property Owners' Association Approval		Historic Preservation Exterior Rehabilitation Program		
	Color photographs of site – include area of request		Agreement (delayed submittal)		
	Site plan (copy(ies)) indicate the extent and location of additions, buildings and other structures, dimensions of		Floor Plan(s) – show additions, alterations, or new structures. The floor plan shall be dimensioned and		
	existing and proposed structures, sidewalks, and/or driveways as well as any required setbacks.		clearly delineate existing and proposed construction.		
	Material Samples – color chips, awning fabric, glazing, etc.		Exterior Lighting – provide cut sheets, details and photometrics for any proposed lighting.		
	Elevation Drawings or Color Photo simulations		Other:		
	(copy(ies)) – of additions, buildings, or other changes				
	with materials and colors noted and keyed				
Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2):					
	Enhanced Application Review: I hereby authorize the City Application Review method	ty of Scottsdale to review this application utilizing the Enhanced nodology.			
	Standard Application Review: I hereby authorize the City Application Review metho	y of Scottsdale to review this application utilizing the Standard odology.			
Owner	Signature	Δσορ	t/Applicant Signature		
Owner	Jignature	~g∈II	y Applicant Dignature		

CITY OF SCOTTSDALE

Development Review

Methodologies and Required Notice

Review Methodologies

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the City of Scottsdale provides two methodologies from which an owner or agent may choose to have the City process the application. The methodologies are:

1. Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

2. Standard Application Review Methodology:

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

Required Notice

Pursuant to A.R.S. §9-836, an applicant may receive a clarification from the City regarding interpretation or application of a statute, ordinance, code or authorized substantive policy statement. A request to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services Division shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director or designee. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning and Development Services Division's One Stop Shop, or from the city's website: http://www.scottsdaleaz.gov/bldgresources/forms.

Planning and Development Services One Stop Shop Planning and Development Services Director 7447 E. Indian School Rd, Suite 105 Scottsdale, AZ 85251



Development Application Process

Enhanced Application Review Staff Review Applications: HP

Enhanced Application Review Methodology

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Completed by the Owner / Applicant (When required by City) published Staff Review Time frames. Submittal / Resubmittal of Application Issues Resolved by Applicant / Owner Administrative Review for Completeness Is the Application Determined City Sends Letter to Applicant to be Complete Identifying Deficiency City Sends Letter to Applicant Informing the Applicant that the Application has been Accepted for Substantive Review Issues Resolved by Substantive Review(s) Applicant / Owner and Resubmits Application

Application Types:

a. Historic Property (HP) that qualifies for a Certificate of No Effect

Certificate of No Effect Issued or proceed to the Historic Preservation Commission for a public hearing on the applications (End of Substantive Review)

Issues

No / Minimal / or to Comply with Time Frames

Pre- Application Submittal and Pre-application Meeting

Neighborhood Notification Process

Note:

- 1. Time period determined by owner/ applicant.
- All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.

Time Line

Administrative Review Substative Review Certificate of No Effect or

15 Staff Working Days Per Review 7 calendar days, Multiple City Reviews in This Time Frame^{2,3} Historic Preservation Commission

City Sends Letter to Applicant

Requesting Modifications

Planning and Development Services

7447 E Indian School Road, Suite 105, Scottsdale, AZ 84251 • Phone: 480-312-7000 • Fax: 480-312-7088 City of Scottsdale Website: www.scottsdaleaz.gov

